

Developmental Services Case Manager

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION
P.O. Box 872
Southbury, CT 06488

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

OPEN TO: Public

POSITION: Developmental Services Case Manager

POSITION #: 099320

LOCATION: Torrington – Private Division

SALARY: \$2,133.95/bi-weekly

SCHEDULE: Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. Must be flexible in hours to meet client and agency needs.

HOURS PER PAY PERIOD: Full Time – 70 hours/bi-weekly

POSTING DATE: November 4, 2011

CLOSING DATE: November 15, 2011

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services. DDS employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer. Those candidates appearing on Re-Employment or SEBAC lists must be given first consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

EXAMPLES OF DUTIES: Duties consistent with the DDS Case Manager job classification. Caseload consists of consumers residing in the greater Torrington area receiving Private IHS (Individual Home Services) and 24/hr supports in privately run Community Living Arrangements (CLAs), Independent Living Arrangements, Out of State Residential facilities and Continuous Residential Supports. Responsibilities include convening, chair and facilitate interdisciplinary team meetings to develop, review and/or modify client service plans; coordinate integration of day program, residential, medical and other services provided to each consumer and ensure service delivery; develop social service evaluations and service recommendations; maintain regular contact with assigned consumers and their families; gives information to consumers, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; act as liaison and provide technical assistance to service providers as well as other state or private agencies, monitor compliance with departmental policies and procedures; schedule program reviews and monitor implementation of specific program recommendations; monitor development and maintenance of consumer files including required documentation; ensure legal and financial documents are completed in a timely manner & distributed to parties; inform appropriate regional administrative staff when services are not or cannot be

provided; ensure all communication and team planning occurs with the residential , vocational/day supports, families and team players of each consumer, for delivery of appropriate vocational/educational, social, residential and health services that are in conformance with DDS and Home Community Based Waiver's regulations when specifically assigned; perform related duties as required.

EXPERIENCE AND TRAINING

General Experience: Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

Special Requirements: Candidates must possess good oral and written communication skills needed to communicate effectively with families and professionals. Valid Connecticut driver's license, travel required. QMRP Preferred

TO APPLY: Please send a resume and CT-HR-12 including the position number and provide a copy of your most recent performance appraisal or two letters of reference **by 11:59pm on the closing date indicated above**. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

Send Applications to:
Department of Developmental Services - West Region
55 West Main Street, 4th Floor, Waterbury, CT 06702
Attention: Yolette Tappin
Fax: 203-574-8857
E-mail: yolette.tappin@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.